



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

2 FEB 1993

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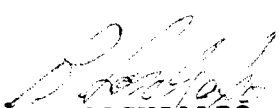
MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS, DISTRICTS,
AND INDEPENDENT REPORTING ACTIVITIES

SUBJECT: Classification of Interdisciplinary Positions

The enclosed guidance for the classification of interdisciplinary positions has been approved by the U.S. Total Army Personnel Command and is provided for immediate use.

FOR THE COMMANDER:

Encl


R. LOSCHIALPO
Director of Human Resources

2 FEB 1993

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS, DISTRICTS,
AND INDEPENDENT REPORTING ACTIVITIES

SUBJECT: Classification of Interdisciplinary Positions

1. This memorandum provides guidance for the classification of interdisciplinary jobs in all organizational elements of the U.S. Army Corps of Engineers. It supersedes previous guidance concerning the classification of interdisciplinary jobs issued by this headquarters.

2. The following definitions are applicable to the classification of interdisciplinary jobs:

a. Interdisciplinary job: A job which can be classified to two or more professional series. Two categories of interdisciplinary jobs are defined by the Office of Personnel Management in the introduction to position classification standards. These categories are:

(1) Category I: Jobs which involve a specific combination of knowledges characteristic of two or more professional series. These jobs include one or more major duties which are characteristic of one professional series and one or more duties which are characteristic of another series. Jobs of this nature normally involve two or three occupations.

(2) Category II: Jobs which involve knowledge which is characteristic of either of two or more professional series. These jobs include duties which meet the definition for all of the professional series involved. Typically, jobs of this nature will not involve more than three occupations.

b. Professional Job: A job which requires knowledge in a specialized field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field. Series to which professional jobs are classified require as part of their minimum qualification requirements, possession of a bachelor's or higher degree, or an appropriate combination of education and experience. Professional series have been published in FPM Supplement 292-1.

c. Academic Commonality of Professional Series: A condition that exists, based on a common core of academic training, between the disciplines associated with an interdisciplinary job to the extent that qualified candidates for the job possess a similar

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educational background. Education requirements for these disciplines have been published by the Office of Personnel Management in its Qualification Standard for Two-Grade Interval Professional Positions, issued 22 March 1989.

3. Professional Series Restriction: An interdisciplinary classification will only be used with professional series. However, in accordance with OPM guidance dated 20 December 1976, supervisory interdisciplinary jobs in the Planning function may include the nonprofessional GS-023 Outdoor Recreation Planning Series.

4. Job Descriptions: Job descriptions must conform to applicable DA policy contained in AR 690-500, Chapter 511, Subchapter 4. More specifically, the following should be observed:

a. Introductory Statement: A brief description of the purpose, consequence, and scope of the job should be placed in an unnumbered introductory statement.

b. Major Duty Descriptions: Major duties consisting of direct and ancillary tasks requiring similar knowledges and skills and resulting in a common work product will be separately described under a heading of Major Duties. These duties will clearly describe the work sequences, work products, and decisions made by the position. Each major duty will be annotated with a sequential number and approximate percentage of job time. Where analysis shows a portion of a major duty to warrant a higher grade than other portions, that higher portion will be described in a separate paragraph and annotated to show its approximate percentage of job time.

c. Factor Descriptions: The Factor Evaluation System (FES) format will be used to describe interdisciplinary jobs classifiable to a series containing FES grading criteria.

d. Interdisciplinary Annotation: The job description will include an interdisciplinary annotation as follows:

"Note: This is an interdisciplinary job. Series assigned to individual positions under this job will be selected from the following list and will be determined based on the selectees paramount qualifications at the time of selection. Series include:....."

5. Job Evaluation:

a. Series Combinations: A close duty to series relationship must be present between the series assigned and major duties in interdisciplinary jobs. Academic commonality between the series assigned must also be present. Series not meeting these conditions will not be used in the classification of interdisciplinary jobs.

b. Grade and Series Determination:

(1) Mixed Grade Jobs: In accordance with AR 690-300, Chapter 312, Subchapter 2, grade controlling work will normally be performed more than 50% of the time unless a different mix is cost effective or mission essential. In these instances, grade controlling work will occupy at least 25% of job time. The higher level work must also be regular and recurring and included in the requirements for filling the job when it becomes vacant.

(2) Category I Jobs: This type of interdisciplinary job includes two or more major duties which are individually covered by different professional series. Each major duty will be evaluated by the grading criteria applicable to the series covering that duty. If each duty is at the same grade level, the job will be classified as interdisciplinary and those series supporting the highest common grade will be assigned. If only one series supports the highest grade level, the job will be classified to that series, not as interdisciplinary.

(3) Category II Jobs: This type of interdisciplinary job contains one or more duties that are a blend of two or more series, with no one series predominant. Application of the grading criteria provided in only one of the assigned series is necessary. Each major duty will be graded by the selected standard with the job classified in accordance with mixed job principles if it contains duties at different grade levels.

c. Jobs Containing Supervisory Duties: The presence of academic commonality and close duty to series relationships are also important factors in the classification of supervisory interdisciplinary positions. However, while nonsupervisory jobs will typically involve two or three series, supervisory interdisciplinary jobs may involve more. Additional series should be used only to the extent that they relate specifically to disciplines for which a supervisory job is responsible. Even greater caution is needed in classifying second and third level supervisors.

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d. Deputy Positions: Deputy major duties will be assigned the same series as those assigned to the "Chief" position.

e. Evaluation Statements: Evaluation statements will be prepared for all interdisciplinary jobs and must clearly reflect the basis for the titles, series, and grade. They must substantiate the existence of a close series to duty(s) relationship, rationale supporting designation as Category I or Category II, and an application of the appropriate standard(s) in determining the grade of the job.

f. Competitive Levels: Under FPM Letter 351-22, 17 September 17 1987, separate competitive levels will be assigned to each series to which interdisciplinary jobs are classified. This level may be a new or existing code depending on similarity of the critical duties to other jobs previously classified to the same series.

FOR THE COMMANDER:


RALPH LOSCHIALPO
Director of Human Resources